

## City of Willoughby Hills

### Interoffice Memo

**Date:** October 18, 2013

**To:** Mayor and Members of City Council

**From:** Frank J. Brichacek, Director of Finance *FJB*

**Subject:** Request for Authorization to Pay the Rosewood Trail Storm Pipe Extension Project Final Project Cost

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The above referenced project is now complete. At the time that the project was being planned, it was felt that the construction cost would be less than \$25,000. Based upon this assumption, informal bids were solicited for the project. On August 26, 2013, the contract was awarded administratively to Longo Construction Company based upon it submitting the lowest and best bid in the amount of \$24,417.75. This contract was awarded administratively for the following reasons:

1. Section 115.04 of the City's Codified Ordinances requires purchases to be publicly bid when the expenditure will be \$25,000 or higher. The bid amount of this project was \$24,417.75.
2. It was determined that in order to complete this project during this construction season, the project needed to begin as soon as possible. Public bidding would have added two weeks to the project timeline.
3. Council was on recess during the month of August.

Longo Construction has now completed construction of the Rosewood Trail Storm Pipe Extension. The final cost of the project is \$26,105.50, \$1,687.75 in excess of the bid amount. The additional expense arises from the need for more materials than was originally anticipated in the bid, a common occurrence for construction projects of this type. The additional materials are invoiced at the bid rate. The City Engineer has approved Longo's work and recommended that the final invoice be paid as invoiced. In addition, this work is being funded by a LCSMD grant and the LCSMD has indicated that they will reimburse the City in full for the additional cost of this work. Accordingly, there is no cost to the City for this project.

Because the final cost of this project is in excess of \$25,000 and it is in excess of the amount originally bid by the contractor for the project, I am requesting that Council authorize the final invoice to be paid in full and to retroactively waive the public bidding requirement for this project. If you have any questions regarding this request, please do not hesitate to contact me. If you have any questions regarding the project itself, please contact City Engineer Pietro DiFranco.